

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT:

Resolution No. 875 authorizing execution of a two-year general services agreement with Automatic Funds Transfer Services for printing and mailing services for City of Bellevue Business Tax Returns and related taxpayer correspondence, in an amount not to exceed \$73,000 for the two-year term, with the option to extend the contract for an additional two years, for a total contract amount not to exceed \$146,000.

FISCAL IMPACT:

This contract obligates the City to pay up to \$36,500 per year for the first two years and up to \$36,500 per year for the last two years for printing and mailing services for the City of Bellevue Business Tax Returns and related taxpayer correspondence. Beginning in April 2014, the total cost over the expected four-year contract period is \$146,000. This amount is budgeted and available in the 2013-2014 Adopted Budget for the first year and will be requested in future biennial budgets for the remaining three years.

STAFF CONTACT:

Jan Hawn, Director, x6846
Sara Lane, Assistant Finance Director, x7247
Finance Department

POLICY CONSIDERATION

Should the City Manager or his designee be authorized to enter into an agreement for the printing and mailing services for the Bellevue Business Tax Returns and related taxpayer correspondence?

Bellevue City Code

Chapter 4.28 provides for the fair and equitable treatment of persons in the purchasing process. Because of the amount of the contract, Council approval is required.

BACKGROUND

Historically, the City has contracted for the printing and mailing of Business & Occupation Tax Returns, Delinquent Tax Notices and special bulk tax related notices. Automatic Funds Transfer Service, Inc. currently provides these printing and mailing services. As required by City contracting policy, and to ensure that the City is receiving the optimal level of printing and mailing services at a competitive price by a qualified vendor, the Finance Department staff issued a Request for Proposals (RFP) for these services in January 2014.

VENDOR SELECTION

The City received proposals from six vendors. The evaluation process included a thorough review of all responses to the RFP.

Weighted rating criteria established prior to the review of the proposals included:

- Ability to perform printing and mailing services and experience of the vendor
- Compliance with RFP requirements/completeness
- Fee schedule.

Automatic Funds Transfer Services emerged as the leader due to their experience in providing the requested services and competitive pricing. Automatic Funds Transfer Services currently provides the requested printing and mailing services for the Tax Division and has proven to be a responsive and reliable vendor. Staff recommends awarding the new Tax Printing and Mailing Services contract to Automatic Funds Transfer Services.

EFFECTIVE DATE

If adopted by Council, this Resolution will become effective immediately. The Agreement will be effective April 1, 2014 through March 31, 2016 with an option to extend the contract for an additional two years.

OPTIONS

1. Adopt Resolution No. 8715 authorizing execution of a two-year general services agreement with Automatic Funds Transfer Services for printing and mailing services for City of Bellevue Business Tax Returns and related taxpayer correspondence, in an amount not to exceed \$73,000 for the two-year term, with the option to extend the contract for an additional two years, for a total contract amount not to exceed \$146,000.
2. Do not adopt Resolution No. 8715 provide alternative direction to staff.

RECOMMENDATION

Move to adopt Resolution No. 8715 authorizing execution of a two-year general services agreement with Automatic Funds Transfer Services for printing and mailing services for City of Bellevue Business Tax Returns and related taxpayer correspondence, in an amount not to exceed \$73,000 for the two-year term, with the option to extend the contract for an additional two years, for a total contract amount not to exceed \$146,000.

MOTION

Move to adopt Resolution No. 8715 authorizing execution of a two-year general services agreement with Automatic Funds Transfer Services for printing and mailing services for City of Bellevue Business Tax Returns and related taxpayer correspondence, in an amount not to exceed \$73,000 for the two-year term, with the option to extend the contract for an additional two years, for a total contract amount not to exceed \$146,000.

ATTACHMENTS

Proposed Resolution No. 8715

AVAILABLE IN COUNCIL OFFICE
Copies of General Services Agreement

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8715

A RESOLUTION authorizing execution of a two-year general services agreement with Automatic Funds Transfer Services for printing and mailing services for City of Bellevue Business Tax Returns and related taxpayer correspondence in an amount not to exceed \$73,000 for the two-year term, with the option to extend the contract for an additional two years for a total contract amount not to exceed \$146,000

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES
RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a two-year general services agreement with Automatic Funds Transfer Services for printing and mailing services for City of Bellevue Business Tax Returns and related taxpayer correspondence, in an amount not to exceed \$73,000 for the two-year term, with the option to extend the contract for an additional two years for a total contract amount not to exceed \$146,000, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2014,
and signed in authentication of its passage this _____ day of _____,
2014.

(SEAL)

Claudia Balducci, Mayor

Attest:

Myrna L. Basich, City Clerk